

DATE: NOVEMBER 04, 2011

INS120031

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WC DISTRICT CLAIMS MANAGER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
CLAIMS SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED SUPERVISION, SUPERVISES THE WORK OF CLAIMS SPECIALIST IN THE WV OIC; PLANS, ORGANIZES, ASSIGNS AND REVIEWS THE WORK OF CLAIMS SPECIALIST AND SUPPORT STAFF; COORDINATES THE ESTABLISHMENT AND REVISION OF UNIT OPERATING PROCEDURES; REVIEWS DAILY WORK PRODUCT OF STAFF TO ASSURE QUALITY AND COMPLIANCE WITH PERFORMANCE STANDARDS AND AGENCY GUIDELINES; COORDINATES THE WORK OF THE UNIT WITH OTHER UNITS AND THIRD-PARTY ADMINISTRATORS (TPAS). IDENTIFIES TRAINING NEEDS OF STAFF, COORDINATES TRAINING SCHEDULE WITH INTERNAL AND EXTERNAL TRAINING SOURCES. COORDINATES AND CONDUCTS TPA CLAIMS AUDITS FOR COMPLIANCE WITH STATUTE, RULES AND POLICIES. HIGH DOLLAR CLAIMS PAYMENT/RESERVE AUTHORITY, AS WELL AS A TPA ADMINISTRATION INVOICES. REPRESENTS UNIT IN INTERAGENCY MEETINGS, PROJECTS AND COMMITTEES, AS WELL AS MEETINGS WITH TPAS. ASSISTS MANAGEMENT IN DEVELOPMENT AND IMPLEMENTATION OF NEW AND INNOVATIVE WORK PROCEDURES AND POLICIES TO ASSURE QUALITY CUSTOMER SERVICE AND EFFICIENT OVERSIGHT OF TPAS. COMPILES AND TRENDS REPORTS. PERFORMS RELATED WORK AS REQUIRED. PREFERENCE MAY BE GIVEN TO APPLICANTS WITH SETTLEMENT EXPERIENCE. PREFERENCE MAY BE GIVEN FOR SKILLS IN MULTIPLE COMPUTER PROGRAMS/SYSTEMS.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN WORKERS COMPENSATION CLAIMS ADJUDICATION TO INCLUDE PRIMARY

CLAIMS AUDITS FOR
AND POLICIES.
AUTHORITY, AS WELL
REPRESENTS UNIT
AND COMMITTEES,
ASSISTS MANAGEMENT
ON OF NEW AND
POLICIES TO ASSURE
EFFICIENT OVERSIGHT
REPORTS. PERFORMS

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RESPONSIBILITY FOR CLAIMS MANAGEMENT OF AN
ASSIGNED CASELOAD OR AS A CLAIMS REPRESENTATIVE,
REHABILITATION NURSE OR REHABILITATION SPECIALIST
IN A PRIVATE INSURANCE COMPANY OR THIRD PARTY
ADMINISTRATOR.

SALARY: PAY GRADE 018 \$37,140.00 - \$68,712.00

DEADLINE: NOVEMBER 15, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120031 ON APPLICATION

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MANAGEMENT OF AN
CLAIMS REPRESENTATIVE,
REHABILITATION SPECIALIST
OR THIRD PARTY

\$68,712.00

TO APPLY:

CAMMIE
PO BOX
50540

APPLICATION TO:

INS120031 ON APPL